

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 11/17/2004	EMS 11/17/2004	EMS 9/9/2008	DGC 9/9/2008

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Revision no. 4

Work Instruction Procedure

WIP 8-1 Plastic Recycling Procedure

This is a printed copy of the original and will not be kept up-to-date.

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Areas of application:	Department of Public Works and Utilities Shop Complex			

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Warning!

The information in this document may be out of date and should be reviewed.

Document location:

Distribution list:

Current revision no.: 4

Revision schedule

Rev. no.	Date	Description
1	11/17/2004	changed format
2	10/4/2005	revised 5.4.2 recorded by weight; instead of volume
3	9/12/2006	added 3.1.1 ; 3.2.1
4	9/9/2008	amended 3.2.1, 5.4.1, and 5.4.2

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WIP 8-1 Plastic Recycling Procedure

1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Plastic.

2.0 Scope

- 2.1 This WIP applies to all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors the quantity of Plastic recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

3.0 Responsibilities

- 3.1 The EMS Team
 - 3.1.1 Is responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning, as need, personnel to assist in the recycling efforts.
- 3.2 Department of Public Works and Utilities Personnel
 - 3.2.1 Are responsible to participate in the recycling effort.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

5.0 Process

- 5.1 Only plastic containers with the #1 or #2 stamped on the bottom are acceptable. These containers must have necks on them.
 - 5.1.2 Containers with petroleum contaminants MAY NOT BE RECYCLED
- 5.2 Containers with herbicides or pesticides must be triple rinsed (see Landscape Personnel for instruction).
- 5.3 Dispose of plastic in proper containers for recycling
 - 5.3.1 Recycling containers are located in each shop and at the fuel pumps
- 5.4 All materials will be collected on a bi-weekly basis or as needed from each collection area.
 - 5.4.1 Materials will be disposed of in the co-mingled recycling container for weekly collection.
 - 5.4.2 The co-mingled recycling container is marked off in cubic yards to assist in the estimate of quantity. These values will be recorded in the recycling log.

6.0 References/Related Documents

- 6.1 Environmental Management Program in Records Registry